

JANET NAPOLITANO

GOVERNOR

MANUEL V. CISNEROS

DIRECTOR



## GOVERNOR'S OFFICE OF EQUAL OPPORTUNITY

Executive Tower, 1700 West Washington, Suite 156

Phoenix, Arizona 85007

(602) 542-3711 Telephone (602) 542-3712 Fax

December 7, 2007

Dear Agency Director:

Each year The Governor's Office of Equal Opportunity requests information about state employees in your agency. This data is then aggregated into a summary form and presented to our Governor for her review. This data is also the basis for our statewide report to the Federal Equal Employment Opportunity Commission (EEOC).

Enclosed please find information concerning your agency's Equal Employment Opportunity Report, reviewing data for calendar year 2007. Our office is setting **Friday, January 18, 2008** by close of business day as the deadline for submission of your Equal Employment Opportunity Report.

- If you have any further questions, please contact The Governor's Office of Equal Opportunity at (602) 542-3711. If you need technical assistance in completing the report, please contact Patricia Campbell or Manuel Cisneros at (602) 542-3711 to set up an appointment. Thank you for your attention to this matter.
- Agencies with forty-nine (49) or less Full Time Equivalent (FTE) positions:

Please find two documents attached, and complete and print the following:

1. Hiring Summary.

2. EEO Policy Statement- Please print this document on agency letterhead and insert the name of your agency as indicated throughout the document. This Policy Statement should be signed and dated by the agency Director.

A hard copy of the above listed documents should be submitted to The Governor's Office of Equal Opportunity with a cover letter from your agency Director to Governor Janet Napolitano by January 18, 2008.

The mailing address is 1700 W. Washington, Suite 156, Phoenix, Arizona 85007. A letter confirming receipt will be sent by the Governor's Office of Equal Opportunity as soon as possible thereafter.

Very truly yours,

*Manuel V. Cisneros*

Manuel V. Cisneros  
Director  
Governor's Office of Equal Opportunity

cc: Agency EEO Liaison

**(AGENCY NAME)**

**2008 Equal Employment Opportunity Policy Statement**

In recognition of its legal and moral obligations, the (Agency Name) hereby commits itself to a policy of nondiscrimination as follows:

1. All personnel transactions shall be upon merit without regard to race, color, sex, sexual orientation, religion, national origin, age, veteran status, or disability status (except when any of these factors is an existing bona fide occupational qualification). To determine the qualifications of veterans, only that portion of their military record, including discharge papers, which is relevant to the job for which the veteran is being considered, should be used.
2. All (Agency Name) management personnel shall actively support recruitment and career development programs to ensure equitable representation of minorities, females, and individuals with disabilities, special disabled veterans and Vietnam Era veterans in all job categories and pay grades.
3. The (Agency Name) will incorporate reasonable accommodation personnel practices in order to facilitate the employment and advancement of qualified special disabled veterans and disabled persons. Reasonable accommodations will be provided to otherwise qualified applicants or employees with disabilities, unless the accommodation would impose an undue hardship on the operation of the Department or would impose a direct threat to the health or safety of the individual or others in the workplace.
4. The (Agency Name) shall not discriminate against any qualified employee or applicant for employment because he or she is a person with a disability, a disabled veteran or a Vietnam Era veteran. Equal Opportunity applies to such employment practices as hiring, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, selection for training, job assignments, accessibility, working conditions and special duty details.
5. Harassment on the basis of sex is a violation of Federal and State employment discrimination laws, and harassment on the basis of sex or sexual orientation will not be tolerated in the workplace. The (Agency Name) shall not tolerate discrimination in the agency as it creates an intimidating, degenerating, hostile and offensive working environment. Persons harassing and/or condoning harassment of others will be dealt with swiftly and vigorously by disciplinary action up to and including termination. Each employee has an affirmative duty to maintain a workplace free of harassment, intimidation, discrimination, and retaliation.
6. The Department will post the Equal Opportunity Policy throughout departmental facilities.

7. All written bid announcements, request for proposals, employment announcements, requests for applications, program brochures, literature and general solicitations shall include the phrase:

“AN EQUAL EMPLOYMENT OPPORTUNITY AGENCY”

The (Agency Name) is committed to taking equal opportunity to employ and advance in employment qualified females, minorities, individuals with disabilities, special disabled veterans, and Vietnam Era veterans at all levels of employment.

As Director of the (Agency Name), I am committed to the principles of Equal Employment Opportunity. To ensure the dissemination and implementation of the Equal Opportunity Program throughout all levels of the Department, (Name of Equal Opportunity Administrator shall serve as the Equal Opportunity Administrator for the (Agency Name). All Divisions and management personnel shall actively support recruitment and career development programs to ensure equitable representation of females, minorities, and individuals with disabilities, special disabled veterans and Vietnam Era veterans in all job categories.

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*Director's Signature*

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*Date*



## Equal Employment Opportunity Report Agency Hiring Summary

Please complete the following information only for those employees that were hired from  
January 1, 2007– December 31, 2007

Number of Employees Hired during 2007 \_\_\_\_\_

Please specify the data below that applies to those employees that were hired from  
January 1, 2007 – December 31, 2007.

Asian American/Pacific Islanders	_____
African Americans	_____
Hispanic	_____
Native Americans	_____
Non Minority	_____
Unspecified	_____
Females	_____
Males	_____
Individuals with Disabilities	_____
Age 40 and above	_____
Veterans	_____
Veterans with Disabilities	_____
Vietnam Era Veterans	_____
Covered Employees (Merit System)	_____
Uncovered Employees (FTEs)	_____
Full Time Employees (FTEs)	_____
Other Than Full Time Employees	_____
Does Agency Have Diversity Planning?	Yes      No
Does Agency Have Policy on Cultural Competence? (Please circle one.)	Yes      No



# Equal Employment Opportunity Report

## Small Agency

### Checklist Cover Sheet

Agency Name:

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Date of Submission:

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1. Cover Sheet

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2. Letter from the Director

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3. Policy Statement

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4. Hiring Summary

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